

DEPARTMENTAL BUDGET INFORMATION

BUDGET DEPARTMENT (12)

STATEMENT OF PURPOSE

The Budget Department will help support the Mayor's vision to transform the government of the City of Detroit to the Next Detroit by applying the guiding principles of the Next Detroit, which means structural balancing by bringing costs in line with revenue, while improving services.

The Budget Department analyzes and monitors all necessary financial planning information and makes recommendations so that the City Administration can efficiently deliver quality services to improve public safety, accelerate economic development and maintain structural balance of City finances by bringing costs in line with revenue.

DESCRIPTION

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets; and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year; relating financial activity to the plan expressed by the budget; and to the long-term strategic direction set for the City. Development, implementation, and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinates City employee travel, employee telecommunication approvals, and perform management audits of City operations as staffing levels permit.

MAJOR INITIATIVES FOR FY 2006-07

To deal with fiscal challenges, Budget staff has increased cost monitoring and operational analysis. The staff holds regular budget meetings with every agency to help control expenditures and improve planning.

The Budget Department now maintains an inventory of all telecommunication devices by name, department, and title. This too has allowed a greater level of control and fostered more analysis of cost cutting opportunities. Likewise, travel management has been refined with a new reconciliation process and changes to the application used – all accomplished in-house. Teams have taken on the responsibility of handling travel reconciliations, which provides an individual response to concerns and issues.

In conjunction with the Annual Public Budget Meetings every fall, Budget staff present information about the budget process to high schools, police community relations and neighborhood organization meetings throughout the city.

The Budget Department continues to provide technical support to agencies. RFP committees served on include: Employee benefits analysis and vehicle pool rental agreement. Budget staff are members of numerous interagency working groups: the Transportation Group, the Department of Administrative Hearings Blight Violations Committee, the Vehicle Management Steering Committee (which budget staff also support), the Procurement Review Committee. Ongoing training seminars for city agencies are held annually: BRASS, performance measurement, and vehicle planning sessions.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND

The Budget Department has been a leader in the application of new technologies, in outreach and partnerships, and in process improvement efforts to improve efficiencies to better serve agencies and citizens. As a result, the Department has achieved a high

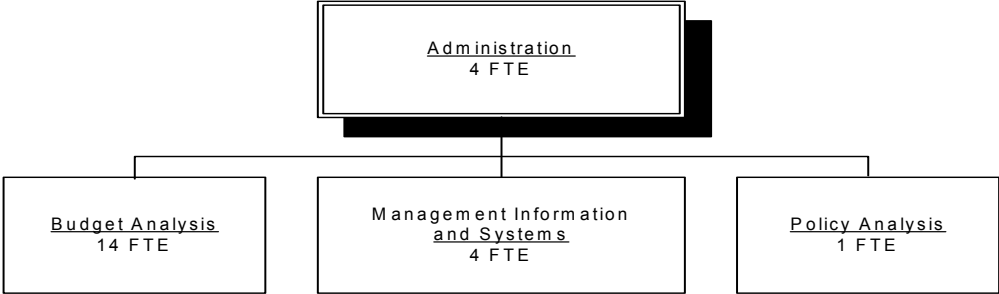
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level of professional excellence and innovation.

The Budget Department is a winner of the GFOA Distinguished Budget Award for 10 consecutive years, and has a commitment to public sector standards for planning and reporting of financial information. Accordingly, we would like to redesign our Executive Budget, Adopted “Redbook” budget, and Five-Year Capital Agenda

documents to make information more user-friendly. In coming years, we will add CD-ROM options to our document distribution. We are also developing standards for document archiving and retention.

In conjunction with renewed efforts at long-term planning in the last few years, we will further integrate geographic information systems (GIS) capability into our processes.



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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Actual	2006-07 Projection	2007-08 Target
Inputs: Resources Allocated or Service Demands Made				
Personnel letters and requisitions evaluated and processed	1,688	1,330	1,500	1,330
Council and Finance Letters evaluated and processed	440	245	300	300
Personal Service Contracts reviewed, evaluated and processed	452	282	210	200
Team site visits to departments	100	50	100	100
Outputs: Units of Activity directed toward Goals				
Agencies attending Budget Request Seminar	37	32	32	32
Management Audit reports completed	3	5	6	6
Average number of days turnaround on Personal Service contracts	10	26.7	14.5	14.5
Average number of days turnaround on personnel letters	8	23.9	11.1	8
Average number of days turnaround on Finance/Council letters	11	28.4	11.9	11.9
Average number of days between travel request and approval	7	6.3	7	5
Outcomes: Results or Impacts of Program Activities				
Estimated General Fund surplus/deficit as % actual	99%	99%	99%	99%
Total citizen participation in the Citizen Budget Program	353	671	184	800
Department satisfaction ratings (1-5 scale)	4.00	3.99	3.99	5.00

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EXPENDITURES

	2005-06		2006-07	2007-08	Variance	Variance
	Actual		Redbook	Mayor's		
	Expense			Budget Rec		Percent
Salary & Wages	\$ 1,473,961	\$	1,426,699	\$ 1,522,178	\$ 95,479	7%
Employee Benefits	883,165		1,044,085	1,007,733	(36,352)	-3%
Prof/Contractual	2,128		5,000	5,000	-	0%
Operating Supplies	70,187		77,635	90,960	13,325	17%
Operating Services	183,846		188,607	197,097	8,490	5%
Capital Equipment	-		-	8,786	8,786	100%
Fixed Charges	6,996		6,995	-	(6,995)	-100%
Other Expenses	6,750		3,080	3,080	-	0%
TOTAL	\$ 2,627,033	\$	2,752,101	\$ 2,834,834	\$ 82,733	3%
POSITIONS	23		23	23	-	0%

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